

Residual Early Childhood Services

NOTIFICATION FORM

- Notification of **serious incident** [National Law s174(2)(a)]
- Notification of **complaint** alleging that the safety, health or wellbeing of a child or children was or is being compromised while that child or children is or are being educated and cared for by the education and care service [National Law s174(2)(b)]

Before submitting this notification, you must ensure you are familiar with the requirements and obligations set out under the Education and Care Services National Law (South Australia) as it applies to residual early childhood services and the Education and Early Childhood Services (Registration and Standards) Regulations 2011.

If you require further information or are unsure about the information required in this notification, it is important that you visit the website <http://www.eecsrbsa.gov.au/> or contact the Education and Early Childhood Services Registration and Standards Board for clarification.

You must ensure that the information you provide in this form is complete and correct. The provision of false or misleading information to the regulatory authority is an offence under the National Law.

Part A: Information

Approved provider name:

Approved provider number:

Service trading name:

Service approval number:

Postal address:

Address line1:

Address line 2:

Suburb/town:

State/territory: Postcode:

Name and contact details

Title:

First name:

Last name:

Position:

Mobile number:

Phone number:

Email:

Postal address:

Address line1:

Address line 2:

Suburb/town:

State/territory: Postcode:

Part B: Service Type

- In-Home Care
- Occasional Care
- Mobile Care
- Individual Family Day Care (not part of a scheme)

Part C: Notification Type

- Notification of **serious incident** at the education and care service (National Law s174(2)(a))
- Notification of **complaint** alleging that the safety, health or wellbeing of a child or children was or is being compromised while that child or children is or are being educated and care for by the education and care service (National Law s174(2)(b))

Note: The Macquarie Dictionary defines 'serious' as being something of grave aspect and critical, giving cause for apprehension and it defines 'incident' as an occurrence or event, or something occurring in connection with something else.

A **serious incident** is likely to include, for example:

- any occurrence involving serious injury, illness, or trauma to a child while being cared for at the education and care service
- any occurrence involving a child where emergency services were sought
- any occurrence where emergency medical attention was sought or that required a child to attend hospital
- any circumstances where a child in care being cared for cannot be accounted for
- the death of a child while being cared for, or following an incident while being cared for by an education and care service.

Part E: Declaration

Who may sign?

- Individuals: the individual applicant/notifier
- Company: two directors of the company, or a director and company secretary
- Sole Proprietor: the sole director
- Incorporated association: the public officer and one other member of the management committee
- Cooperative: two directors of the cooperative, or a direct and one other officer of the cooperative
- Partnership: a managing partner who is authorised to sign on behalf of the partnership
- Corporation: signed in accordance with the rules of the corporation
- Government school council: signed in accordance with the rules of the council.

I, _____ [insert full name of person signing the declaration]

of _____ [insert address],

am _____ [insert position/title (e.g. proprietor, director, partner, etc.)]

and I am

the approved provider of the service, or }

a person authorised to sign on the approved provider's behalf. } ***Note: please tick one box only**

I declare that:

1. The information provided in this form (including any attachments) is true, complete and correct
2. I have read, understood and agree to the conditions and the associated material contained in this form
3. I understand that the regulatory authority has the right (but is not obliged) to act in reliance upon the contents of this form, including its attachments
4. I have read and understood an approved provider's legal obligations under the Education and Care Services National Law (South Australia) as it applies to residual early childhood services
5. The regulatory authority is authorised to verify any information provided in this form
6. Some of the information provided in this form may be disclosed to the Australian Government for the purposes of the Family Assistance Law and may be disclosed to other persons/authorities where authorised by the Education and Care Services National Law or other legislation, and
7. I am aware that under the Education and Care Services National Law penalties apply if false or misleading information is provided.

Signature of person making the declaration: _____

Signed at: _____ [address] on the _____ [date]

Please submit this form along with any required documentation to the regulatory authority

Education and Early Childhood Services Registration
and Standards Board of South Australia
GPO Box 1811, ADELAIDE SA 5001

Enquiries to:

Email: nationalqualityframework@sa.gov.au

Phone: 1800 882 413 (toll free) / Fax: (08) 8226 1815

Website: www.eecsrbsa.gov.au